51 MEET MANAGEMENT PROCEDURES (Excerpt from VSI Procedures)

The host club shall run the meet using meet management software that can produce an output file that is suitable for entry into the SWIMS and participating team databases.

The Host Club will appoint a Meet Director who must be a registered member of USA Swimming. Effective October 1, 2019, the host team (or satellite, as appropriate) must have at least one member attend the Meet Director Workshop within the two years preceding the first day of the meet.

Step 1 – 75 days prior to the start of meet

51.1 Determine who will process your meet entries (Meet Entry Person). That person must be computer literate, have (or have access to) a computer and printer and be familiar with the HYTEK Meet Manager program your team will be using.

51.2 Prepare the meet announcement with close consultation of the Meet Referee using the Virginia Swimming meet announcement template (as posted on the Virginia Swimming website). If in doubt examine a previous meet announcement or from another club hosting a similar meet.

51.3 If you have any questions about organizing your meet or composing a meet announcement consult the Technical Planning Chair.

51.4 No later than 2 months prior to the meet, submit a draft of the meet announcement via email to the VSI Business Office. Meet announcements for all meets will be reviewed by the VSI Business Office, who will then recommend approval to the Administrative Vice Chair. When the Technical Planning Chair gives the approval to the Administrative Vice Chair, the sanction shall be issued.

51.5 With the exception of meets with a splash fee set by Virginia Swimming, a copy of the Meet Expense Worksheet shall be completed and submitted to the VSI Business Office along with the draft meet announcement. A copy of the worksheet can be found on the VSI website.

51.6 The Air and Water Quality Questionnaire shall be submitted to the VSI Business Office along with the draft meet announcement. A copy of the questionnaire can be found on the VSI website.

51.7 When the meet announcement is finalized, the sanction number will be issued. Turnaround time for approval usually is 7-14 days. The announcement will be posted to the Virginia Swimming website.

Step 2 –45 days prior to the first day of the meet

51.8 Have your host Meet Entry Chair set up the meet in Meet Manager as specified in the meet announcement, events in correct sessions, events divided by age group if necessary, and any scoring set up if applicable. All correct fees and surcharges must be included in the meet event setup file. Use a 30 second interval between heats for 12 & under events and a 25 second interval for 13 & over events. Also, you must include the meet sanction number. Upon completion, the meet event setup file should be sent to the VSI Business Office for posting to the VSI website.

51.9   Work with the Club Officials' Chair and Meet Referee to arrange for the necessary certified officials.

51.10 Plan for pool preparation – when and where the CTS will be set up, who will program it, the location of public address system, hospitality, snack bar, swim shop (if appropriate).
   A. Consider how swimmers will be called to the blocks and decide if you need additional help for younger swimmers.
   B. Also plan for needed supplies – DQ cards, watches (at least 1/lane plus 2 extra), bell, counters, pencils, paper, labels etc.
   C. A computer for scoring and at least one printer, in addition to the one for the CTS, will be necessary.

Step 3 – As entries for the meet arrive:

51.11 Process the meet entries and enter them into MM as they are received. Do NOT wait until the entry deadline to begin entering the entry information into MM. Monitor the projected timeline for each session as entries as processed. (Note: as the timeline can be affected by seeding, you should confirm each session length only after doing a preliminary seed of the meet.)

51.12 Resolve problems with the clubs concerned. All entries must include official USA Swimming registration numbers and the LSC for each team should be listed.

51.13 Run exception reports in MM in ensure athletes meet any required time standards and are entered in the appropriate age groups.

51.14 An electronic report of the entries should be included with the entry file. Entry fees should be received prior to the start of the meet.

51.15 Prepare the following reports: including in the meet header the meet date, course (25 yards, 25 meters, or 50 meters), and sanction number.

   A. Registration report for Membership/Registration Coordinator. (List of swimmers and registration numbers). Look under File – Export- USS registration in Win-MM. Send to VSI Business Office via email no later than seven (7) days prior to the start of the meet.

   B. Pre-Meet Facility Evaluation Form shall be submitted 1-3 weeks prior to the start of the meet. The form can be found on the VSI website.

   C. Session timelines (30 second intervals for 12 & under session, 25 seconds for 13 & over sessions). Submit timelines and meet back-up as soon as any session reaches four (4) hours, but not later than 7:00 pm the day after the meet entry deadline.

   D. Warm up schedule – remember that number of swimmers/team varies by session.

   E. Psych sheet or Heat sheet (if pre-seeded meet). May be posted on a website if desired. Remember to print extra copies for coaches and officials.

   F. Timer cards or Lane timer sheets.

   G. Information for coaches – team roster, list of team entries (individual and relay).

51.16 Bring your Meet Referee up to date (Meet Director or Host Officials' Chair). Tell the Meet Referee of the availability of other officials, number of swimmers, and session timeline reports.

Step 4 – Meet day. Turn over technical control of meet to referee.

51.17 Provide him with a heat sheet, a list of officials, and session length data.

51.18 Have marshals present before warm-up begins and announcer available early to call for coaches, officials, and timers.

51.19 Make sure meet supplies for head timer, referee, and clerk of course are available, including all necessary forms, DQ cards, relay take-off slips, bell and counters if required.

51.20 Remain readily available in case of questions or problems.

Step 5 – At end of meet

51.21 Provide teams with meet file upon request.

Step 6 – After the meet

51.22 Email the results database (unlocked) to the VSI Business Office.

    A.   The results database (unlocked) should be sent to VSI Business Office by email as soon as possible.

    B.   Results must be sent out no more than 7 days after the meet. 1 or 2 days is preferable.

51.23 Prepare and mail financial report. This is due in 30 days. Send to the VSI Business Office, Treasurer, Administrative Vice Chair, and Technical Planning Chair.